

If you wish to apply electronically via Grants.gov, the electronic submission of your proposal/ application must be made by an official representative of your institution who is registered with Grants.gov and authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

The following forms and documents are required under this announcement:

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. EPA Key Contacts Form 5700-54
4. Assurances for Non-Construction Programs (SF-424B)
5. Grants.gov Lobbying Form
6. EPA Form 4700-4 – Preaward Compliance Review Report
7. Project Narrative Attachment Form (Work Plan)
8. Budget Narrative Attachment Form (Budget Detail)
9. Disclosure of Lobbying Activities (SF-LLL), if applicable

Once you have downloaded the electronic application (link located next to the link for “instructions”), you can begin completing the application. Documents 1 through 6 are listed under the “Mandatory Documents” box on the electronic application page. For documents 1 through 6, click on the appropriate form and then click “Open Form” below the box. The fields which must be completed are highlighted in yellow. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save”. When you are returned to the electronic application page, click on the form you just filled out and then click on “Move Form to Submission List”. This will move it over to the “Mandatory Completed Documents for Submission” box. You should repeat these steps for each of the forms 1 through 6. If you would like to edit this document again, you may click on it in this section and then “open form”.

For Documents 7 and 8, you will have to attach electronic files. To attach the work plan, use the “Project Narrative Attachment Form” located in the Optional Documents section. Click on it and open the form. You will come to a screen that allows you to attach files. Click “Add Mandatory Project Narrative File” and then select the correct file from the browse window that pops up. You may then click “View Mandatory Project Narrative File” to view it. If you have more than one work plan attachment, you can then click “Add Optional Project Narrative File” and proceed. If you want to view the additional documents, select “View Optional Project Narrative File” and then select the attachment you wish to view. When you have finished attaching the necessary documents, click “Close Form”. Then select the “Project Narrative Attachment Form” and click “Move Form to Submission List”. The form should now be listed under “Mandatory Completed Documents for Submission” box. The same instructions apply to attaching the budget detail.

Document 9, the Disclosure of Lobbying Activities form, is located in the “Optional Documents” box. You only need to fill out this form and submit it, if you have lobbying activities to disclose.

Once you have completed filling out the forms and they are all in the “Completed Documents” boxes, make sure you save the document by clicking the “save” button at the top of the webpage. You should

save the document a second time as well, under a different name. This will make it easier for you to submit changes or amendments later. Next, click the “Submit” button at the top of the page. You will be taken to a confirmation page where you will be asked to verify that this is the funding opportunity and Agency to which you want to submit an application.